

## CITY OF AURORA EDUCATION COMMISSION

### By-Laws

#### **Article I Purpose and Responsibilities**

##### Section 1. Purpose

To engage in constructive dialogue with all academic institutions represented on the Commission on information and initiatives that benefit Aurora area residents. Further, the Education Commission will assume responsibility in identifying opportunities for the City and our academic institutions to work collaboratively in joint policy development and in strategy development and alignment that will result in cost savings, effective and efficient operations and innovative approaches to our collective education service delivery systems.

##### Section 2. Responsibilities

The Education Commission shall be responsible for developing, executing, supporting and participating in activities that encourage strategic collaboration in program development, operational policies and planning across participating education stakeholders.

- Shall develop processes to identify and promote education initiatives implemented by partner education stakeholders.
- Shall draft and present to respective education and city leadership, policies that support education outcomes for city residents.
- Shall make efforts to seek broad participation by residents in education initiatives sponsored by area education partners.
- Build and promote programs that strengthen programmatic and operational outcomes of education partners.
- Present activity reports and other findings to the Aurora City Council on a regular basis.

#### **Article 2 Membership**

##### Section 1. Number

Education Commission membership shall consist of no more than twenty-two (22) people appointed by the Mayor and approved by the City Council.

##### Section 2. Selection and Recruitment Process for Commission Membership

- Membership will be comprised of the following:
  - One (1) member each from the following six (6) school districts: West Aurora, East Aurora, Indian Prairie, Batavia, Kaneland, and Oswego.
  - One (1) member from five (5) different Aurora area private schools.
  - One (1) member from four (4) different institutions of Higher Education.

- Two (2) members that represent nonprofit early childhood education providers.
- Two (2) members that represent local businesses/corporations.
- One (1) City of Aurora Alderman.
- Two (2) at-large members.
- Notice of the open application submission period for the Education Commission will be announced utilizing City of Aurora communication vehicles (i.e. email blast, website and social media).

Section 3. Term of Office.

The term of office for each member shall be two years with the option to apply for an additional year, or until his/her successor is duly appointed and qualified. All members will be divided into two groups nearly equal in number as practical in order to stagger the terms of members and achieve continuity of governance of the Education Commission. The groups are as follows:

- Group A consists of members whose terms expire after 12 months of service on the Education Commission.
- Group B consists of members whose terms expire after 24 months of service on the Education Commission.

The number of members in each class will be fixed as determined by the Aurora City Council.

Whenever a vacancy occurs prior to the expiration of a term, an appointment shall be made, post application review for the remainder of the unexpired term, subject to confirmation by the Mayor and City Council.

Section 4. Resignations

Resignations from the Education Commission shall be submitted to the Mayor with a copy sent to the Education Commission Chair.

Section 7. Ex Officio Member

The City of Aurora Chief Innovation Officer or her designee shall be considered an ex-officio member of the Commission with non-voting authority on all issues and shall provide support to the Commission as needed.

**Article 3 Meetings**

Section 1. General meetings will be scheduled on a monthly basis and shall comply with the Illinois Open Meetings Act. Further, the Executive Committee of the Education Commission reserves the right to hold a closed session of the Commission.

Section 2. Additional Commission meetings and committee meetings shall be scheduled as needed and as determined by the Commission Chair.

Section 3. Voting

Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Commission Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which may be recorded as such.

A vote changing general meeting dates or time shall be taken only when the election of new officers has occurred.

Section 5. Attendance

Attendance at Education Commission meetings is expected. If a member is absent from three (3) consecutive meetings or 4 overall regular meetings, it shall constitute a voluntary resignation from the Education Commission unless such absence is excused by the Commission by majority vote, with such excuse duly entered in meeting minutes.

Section 6. Quorum

A simple majority of the active members of the Education Commission shall be necessary to constitute a quorum for the transaction of any business. In the absence of a quorum, at the discretion of the Commission Chair, actionable items can be tabled for a later time.

Section 7. Public Comment

Individuals desiring to address the Commission at a regular or special meeting may request that opportunity by submitting a written request to either the Chair no later than 72 hours prior to the meeting. The request shall be acted upon by the Chair, who may at his or her discretion deny it, grant it or grant it subject to limitations on the scope of time of presentation. No individual or group shall be entitled to address the Commission unless the subject of the presentation is deemed appropriate by the Chair and the duration of the presentation does not exceed limits detailed in the Education Commission Speaker's Policy.

Section 8. Conduct

Unless otherwise inconsistent with these Bylaws, the conduct of all Commission meetings, including meetings of standing and ad hoc committees shall be governed by the rules contained in the latest revised version of *Robert's Rules of Order*.

**Article 4** Officers

Section 1. The Chair shall be designated by the Mayor each year and shall serve at the pleasure of the Mayor. The position of Vice-Chair, Secretary and Treasurer shall be elected by membership, annually by voice vote at a regularly scheduled Commission meeting.

All officer positions serve one year terms.

A member shall be eligible for re-election to any of these offices as long as he or she remains an active member of the Commission.

The Education Commission Chair, Vice-Chair, Secretary and Treasurer serve as the exclusive members of the Executive Committee.

Section 2. Commission Officer Responsibilities

Responsibilities of the Commission Officers include, but are not limited to the following positions:

**Chair:**

This Chair is the executive officer of the Commission. The Chair presides and conducts all meetings and should have a good understanding of *Robert's Rules of Order*. The Chair shall represent the Commission before all public bodies or designate some other person to perform that function. The Chair shall direct the business and affairs of the Commission and the Commission's standing and ad hoc committees in order to assure that the Commission's responsibilities are discharged. The Chair shall work with both fellow Commission members and area stakeholders in the planning of Commission initiatives. The Chair shall attend Aurora City Council Meetings whenever possible, and should appear before the Aurora City Council as requested.

**Vice-Chair:**

The Vice-Chair shall assume the duties of the Chair in his or her absence and shall assist the Chair in the general supervision of the work of the Commission. The Vice-Chair shall perform other duties as assigned by the Chair. The Vice-Chair shall also maintain membership records and conduct the roll call at each meeting.

**Secretary:**

The Secretary shall disseminate meeting agendas to all members and post the agenda on the City of Aurora website 7 days prior to each scheduled meetings. The Secretary shall record accurate minutes of each Commission meeting. The minutes should contain information concerning each discussion and action item of the agenda. Minutes should be typed and submitted to the Chair and posted on the City of Aurora website at least 72 hours prior to the next meeting.

**Treasurer:**

The Treasurer shall prepare the annual budget. The Treasurer will not be responsible for handling money except during special events or projects. Following cash generating events, the Treasurer will count the money and turn it over to the Chief Innovation Officer or her designee for deposit. The Treasurer shall give a monthly finance report to the Education Commission.

Section 3. Election of Officers

Election of officers shall occur in February of each year for terms to begin in March.

Section 4. Commission Officer Vacancies

A vacancy in the office of Chair shall be filled by Mayoral appointment. Until such vacancy is filled, the Vice-Chair shall act as Chair.

A vacancy in the office of Vice-Chair, Secretary or Treasurer shall be filled by election at any regularly scheduled Commission meeting and the newly elected officers shall serve for the remainder of his or her predecessor's term.

**Article 5. Committees**

Section 1. In addition to the committees set forth in these Bylaws, the Commission may establish both standing and ad hoc committees. The Chair shall be an ex officio member of all committees.

Section 2. The Chair shall appoint members to all standing and ad hoc committees and shall designate a chair and vice-chair for each. No committee shall consist of fewer than five members.

Section 3. Participation on a committee shall not be limited to current Commission members.

Section 4. The following standing committees are established:

- Executive
- Election
- Workforce Development

Section 5. The Executive Committee

Commission officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Commission in the intervals between meetings of the Education Commission, and is subject to the direction and control of the full Commission.

Section 6. The Election Committee

The Election Committee will nominate one person for each of the officer positions (not to include the Chair position) to be filled on the Commission by February of each year. New officers shall be elected by a majority of members present at such a meeting, provided there is a quorum present. Officers so elected shall serve a term beginning the first Commission meeting following the election.

Section 7. The Workforce Development Committee

The Workforce Development Committee provides a forum which promotes collaboration and information sharing among education, business and nonprofit professionals and shall make recommendations for collaboration that support innovative workforce development and entrepreneurial initiatives. The committee shall also facilitate the promotion and development of a specialized range of Aurora based workforce development programs offered by varied providers. Programs should address

employee skills gaps as identified by area industries. Programs should also establish a clear employment tract for participants to enter into non-traditional careers.

In addition to four (4) Commission members that represent academic institutions, the Mayor shall appoint representatives from the following industries to the Workforce Development Committee:

- Two (2) members from the Aurora Economic Development Commission or Invest Aurora.
- One (1) member from the Disabilities Advisory Board (to be developed).
- One (1) member from the Kane County Workforce Investment Board.
- One (1) member from the Aurora Area Regional Chamber of Commerce.
- Two (2) members from the private sector.

**Article 6. Roberts Rules**

Section 1. In all order of business not covered by these By-laws, *Roberts Rules of Order* shall govern the Board.

**Article 7. Other**

Section 1. City Space and Staff. Facilities and personnel of the City shall be made available to assist the Education Commission in carrying out its functions.

**Article 8. Adoption and Amendments**

Section 1. Adoption of these By-laws shall be by a majority of the active members of the Education Commission.

Section 2. Amendments of these By-laws shall be proposed at a regular meeting at least one (1) month prior to approval. Approval shall be by a majority of the active members of the Education Commission.